

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL
<input type="checkbox"/>		<input checked="" type="checkbox"/>	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Col. White		
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<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION
<input type="checkbox"/>		<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>		<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>		<input type="checkbox"/>	RETURN
<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
Remarks: <p style="text-align: center;">Attached is a copy of the assignment generated by [] for the Program Analysis Staff. Messrs. [] are doing the work - which largely involves working with data available in Fiscal Division and Logistics. I've asked that they clear their activity with [] and in turn through [] with the heads of the Offices concerned. I've already coordinated with []</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Director/EPAM			
<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL
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PROGRAM ANALYSIS STAFF
Project #3-1

Assignment: Inventory of Agency Controls

Reference : Diary 16 December 1963 - outline Executive Director's request.

Target Completion Date: 10/15 January 1964

Objective : To identify existing Agency and office controls - formal and informal - being exercised over selected administrative areas.

Proposed Action

1. Limit survey to Administrative Support.
2. Items to be surveyed:
 - a. Overtime
 - b. Travel - Less than first class.
 - Use of privately owned automobiles
 - Use of QP vehicles
 - Use of Agency vehicles
 - c. Telephone - Equipment
 - Local and long distance calls
 - d. Property - Furniture
 - Safe Houses
 - Air Conditioners
 - e. Printing requisitions
 - f. Representational allowances
 - g. Moving Agency components (space alterations)
3. Approach:
 - a. Check Agency Regulations pertaining to each item in para. 2,
 - b. Check administrative practices in selected offices to determine the extent of adherence to Agency controls and the extent and level of any additional controls,
 - c. Prepare a report on findings as the survey of each item is completed.

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